

**DEPARTMENT OF THE NAVY**  
**Office of the Chief of Naval Operations**  
**Washington DC 20350-2000**

**Canc frp: Mar 95**  
**SECNAVNOTE 1650**  
**N09B3**  
**12 April 1994**

**SECNAV NOTICE 1650**

**From: Secretary of the Navy**  
**To: All Ships and Stations**

**Subj: MILITARY OUTSTANDING  
VOLUNTEER SERVICE MEDAL  
(MOVSM)**

**Ref: (a) EO 12830, 9 Jan 93**  
**(b) SECNAVINST 1650.1F**

**Encl: (1) Sample of organizations qualifying for  
Volunteer Service**  
**(2) Sample Navy Authorizing Letter**

**1. Purpose.** To provide information on the Military Outstanding Volunteer Service Medal.

**2. Background.** By reference (a), the President established the MOVSM for members of the U.S. Armed Forces who distinguished themselves through outstanding community service.

**3. Eligible Personnel.** Members of the Armed Forces, including Reserve Components.

**4. Precedent and Subsequent Award.** The MOVSM will be worn immediately after Humanitarian Service Medal. Subsequent awards will be denoted by 3/16 bronze stars. A 3/16 silver star will be worn in lieu of sixth award. No citation or certificate will be issued.

**5. Eligibility Requirements.** The MOVSM may be awarded to members of the Armed Forces of the United States and their Reserve Components who, subsequent to December 31, 1992, perform outstanding volunteer community service of a sustained, direct and consequential nature.

**a. To be eligible, an individual's service must:**

**(1) be to the civilian community, to include the military family community;**

**(2) be significant in nature and produce tangible results;**

**(3) reflect favorably on the Military Service and the Department of Defense; and**

**(4) be of a sustained and direct nature.**

While no specific log of individual service is required or encouraged, a service member should normally perform a sustained, direct hands-on community service over a 3-year period. Members assigned to deploying units may include deployed time in the 3-year period.

Although minimal requirements are left up to the awarding authority, service performance must be of a sustained long term nature. Awarding authorities will ensure the service to be honored merits the special recognition afforded by this medal. The MOVSM is intended to recognize exceptional community support over time and not a single act or achievement. Further, it is intended to honor direct support of community activities. For the purposes of this award, attending membership meetings or social events of a community service group or attending occasional Scout meetings would not normally be considered qualifying service, while manning a community crisis action phone line or serving 3 years as a Boy or Girl Scout leader would. Enclosure (1) contains samples of organizations which would qualify.

**6. Recommendation.** To be awarded a MOVSM, service members must be recommended by anyone senior to them and submitted via their commanding officer using OPNAV 1650/3. The commanding officer will certify the eligibility requirements in paragraph 5 have been met and service was honorable throughout the award period.

**7. Awarding Authority.** Authority to award the MOVSM is delegated to those flag officers/general officers who have awarding authority for the Navy Achievement Medal. The MOVSM may be awarded posthumously. For Navy personnel, a letter of authorization (enclosure (2)) will be issued by the awarding authority to include period recognized. Copies will be furnished to Bureau of Naval Personnel (PERS 313C) for inclusion in service records. For Marine Corps personnel, copies of the approved OPNAV 1650/3 will be forwarded to Commandant of the Marine Corps (MHM) for inclusion in service records.

**SECNAVNOTE 1650**

**12 April 1994**

**8. Availability of Medals and Ribbons.** Ribbons are available from commercial sources; however, the full size medal will not be available in the military supply systems until a later date.

**9. Cancellation Contingency.** This notice may be retained for reference purposes until incorporated in reference (b).

**10. Forms.** OPNAV 1650/3 (3-76), Personal Award Recommendation S/N 0107-LF-016-5015 is available in Navy supply system using requisitioning

procedures contained in NAVSUP P-2002D, Navy Stock List of Publications and Forms

**FREDERICK F. Y. PANG**  
Assistant Secretary of the Navy  
(Manpower and Reserve Affairs)

**Distribution:**  
**SNDL Parts 1 and 2**  
**MARCORPS Codes PCN 71000000000**  
**and 71000000100**

SAMPLE OF ORGANIZATIONS QUALIFYING FOR VOLUNTEER SERVICE

BOY/GIRL SCOUTS/BROWNIES/CAMP FIRE/CUB SCOUTS/YWCA INDIAN PRINCESS

LITTLE LEAGUES (ALL SPORTS)/COACHES

HOT LINE VOLUNTEER (ABUSE/RAPE/SUICIDE)

HOSPITAL VOLUNTEER

VOLUNTEER TEACHERS

MARCH OF DIMES/MARCH OF DIMES WALK-A-THON ETC. ORGANIZATIONS

VOLUNTEER FIRE DEPT/RESCUE SQUAD/MEDICS

COMMUNITY CENTER WORK/SECURITY

SENIOR CITIZEN PROGRAM VOLUNTEERS

NAVY/MARINE CORPS RELIEF SOCIETY - VOLUNTEER WORKER

WORK W/GROUP PROVIDING FOOD, SHELTER FOR HOMELESS

MUSEUM VOLUNTEERS

BIG BROTHER/SISTER PROGRAMS

FUND DRIVES

SALVATION ARMY

VOLUNTEER PROBATION OFFICERS

LAW ENFORCEMENT ORGANIZATION ASSISTING YOUTHS

PUBLIC LIBRARIES-STORY HOUR/ADULT READING

FEDERAL TAX ASSISTANCE TO NEEDY

EASTER SEAL VOLUNTEERS

LITERACY PROGRAMS

SECNAVNOTE 1650

APR 12 1994

NAVY LEAGUE SEA CADET PROGRAMS

D.A.R.E. SCHOOL PROGRAMS

BLOOD DRIVES

GUIDE DOG TRAINING

WORKING WITH HEARING IMPAIRED

MAKE-A-WISH FOUNDATION

CHILD ABUSE ORGANIZATIONS

ASSOCIATION FOR RETARDED CITIZENS

BUILDING FITNESS TRAILS

ADOPT-A-HIGHWAY

ANTI-GRAFFITI PROJECTS

MEALS ON WHEELS

THERAPEUTIC HORSEBACK RIDING PROGRAM

USO

4H CLUBS

LOCAL BEAUTIFICATION PROJECTS

INDENT-A-CHILD

ADOPT-A-PARK

VOLUNTEERS FOR BONE MARROW DONOR PROGRAMS

TELETHON SUPPORT

APR 12 1994

**SAMPLE NAVY AUTHORIZING LETTER**

From: Awarding Authority  
To: Award Recipient  
Via: Awardee's Commander/Commanding Officer

Subj: AWARD OF THE MILITARY OUTSTANDING VOLUNTEER SERVICE MEDAL

Ref: (a) SECNAVNOTE 1650 of \_\_\_\_\_

1. In accordance with reference (a), you are authorized to wear the Military Outstanding Volunteer Service Medal (Gold/Silver Star in lieu of \_\_ award) for outstanding public service with ORGANIZATION for the period from \_\_\_\_\_ to \_\_\_\_\_.
2. Remarks by the Awarding Authority.

Copy to:  
BUPERS (PERS 313C)

Enclosure (2)